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EYES ONLY

SPECIAL SESSION

CAREER SERVICE PANEL
Minutes of the Meeting
6 April 1971

Attendees:

Chairman

25X1A9a

Absentee:

25X1A9a

1. The Chairman called the meeting to order at 1030 hours.

25X1A9a 2. The topic brought before the special session of the Career
25X1A9a Service Panel was considered, and a motion for the acceptance of
recommended action was made by [REDACTED] and seconded by
[REDACTED]. The vote was seven in favor of the recommendation.
The one dissenting vote provided an explanation for the position that
was taken.

25X1A9a 3. During this session, [REDACTED] name was added to the list
of possible appointees to the Management Advisory Group.

4. The office instructions relating procedures for the preparation
of fitness reports were discussed and the rationale explained.

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SA/D/ORD

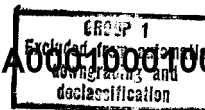
APPROVED:

25X1A9a

Chairman

Career Service Panel/ORD

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R E V I S E D

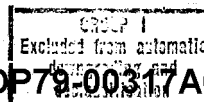
AGENDA

Career Service Panel
Office of Research and Development
5 April 1971

0900 hours
Room 617 - Conference Room
(PLEASE NOTE CHANGE OF ROOM)

1. Review of agenda for 5 April 1971
2. Review of minutes for 1 March 1971
3. a. Promotions
b. ORD staff additions and changes
c. Advance notice of special ORD training
25X1A9a [REDACTED]
- 25X1A9a 4. Career Development Program - Monthly Report
[REDACTED]
- 25X1A9a 5. Recommendation for Promotion -
[REDACTED], An/ORD
25X1A9a GS-12 to GS-13
[REDACTED]
- 25X1A9a 6. Recommendation for Promotion -
[REDACTED] Optics/ORD
25X1A9a GS-14 to GS-15
[REDACTED]
- 25X1A9a 7. Selection of Career Employees
(Requested by [REDACTED])
8. Nominees - Executive Seminar - Kings Point,
Berkeley, California and Oak Ridge, Tennessee
9. Nominees - Executive Development Program,
Temple University
- 25X1A9a 10. Recommendation for QSI - [REDACTED] Optics/ORD
11. Competitive Evaluation - GS-13s
12. New business

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GROUP 1
Excluded from automatic
downgrading and
declassification

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CAREER SERVICE PANEL
Minutes of the Meeting
1 March 1971

Attendees:

Chairman

25X1A9a

25X1A9a

Recording Secretary

Additional Attendee:

25X1A9a

25X1A9a

(For the competitive evaluation of

Absentee:

25X1A9a

1. The Chairman called the meeting to order at 0907 hours.
2. There were no additions to the agenda for 1 March 1971.
3. Minutes for 8 February 1971 were approved by those CSP members present.

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4. [REDACTED] reported that there were no promotion or quality step increase approvals, no additions, and no transfers or terminations in ORD to report. He further stated for the benefit of those considering a nominee for the Midcareer Development Course - No. 28 that [REDACTED] P-C/ORD was the last nominee from ORD to attend. He also stated that AP/ORD and SPG/ORD have not sent a nominee to this course.

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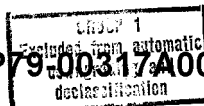
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5. [REDACTED] moved that the recommendation made by [REDACTED] C/P-C/ORD in a memorandum, dated 26 February 1971, and stated below, be accepted as the intent of the CSP and be submitted to D/ORD for approval. [REDACTED] seconded the motion. It was approved by a six to two vote of those members present. Motion carried.

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It is proposed that the following action be formally enacted by CSP/ORD in order to document the relationship and responsibilities of the Special Panel, the CSP, and the Division Chiefs:

a. The Career Service Panel (CSP) of the Office of Research and Development (ORD) desires that the Special Panel established as the result of a formal CSP action on 6 June 1966 for the purpose of handling promotion actions for the secretarial, clerical, and administrative staff of ORD at grades up to and including GS-8 be continued as the responsible instrument for the stated purpose.

b. It is further desired that the responsibilities of the Special Panel be clearly recognized to include full career development considerations and those action authorities necessary to implement these responsibilities.

c. It is noted that a Division Chief necessarily maintains a responsibility for the growth and career development of each and every member of his staff; therefore, it is requested as a part of this formal action that a representative of the Special Panel be instructed to discuss explicitly any potential or planned action involving a Division with the Division Chief concerned, or in his absence with his Deputy but not with a person acting in the capacity. This scope is intended to include promotions, transfers, training, competitive evaluations, personal problems, etc. The discussion with the Division Chief should precede any communications with the staff member concerned except in a case wherein the staff member initiates a confidential action with a Member of the Special Panel.

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6. [REDACTED] made a monthly progress report on the Career Development Program. He reported his committee had met with Messrs. [REDACTED] to discuss their memorandum ORD-0082-71, dated 25 January 1971 written to the Chairman, Career Service Panel/ORD. The discussion brought out the following:

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a. Messrs. [REDACTED] are very sensitive to the lack of communications between technical people on technical matters associated with intelligence business. They felt there was a minimal amount of interchange of ideas between ORD personnel.

b. Problems of means of communication of their views in regard to their technical accomplishments.

COMMENTS ON 6.a.

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[REDACTED] have identified that ORD does not communicate well. There is a great deal of exchange within the division but not much spillover into other divisions.

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COMMENTS ON 6.a. (Continued)

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[REDACTED] felt the lack of a stable ORD research program. They are not clear where their R&D activity relates to the larger picture. They wish to know what the guidelines are which determine priorities. How do we determine what R&D shall go forward and what R&D shall be deferred?

COMMENTS ON 6.b.

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[REDACTED] : Recommend seminars be set up on a regular basis rather than on an ad hoc basis so that ORD personnel can schedule their time to attend them. He stated he was aware of the time that would be consumed on these activities but felt it would be beneficial and worthwhile. It would also give ORD personnel an opportunity to know what ORD is doing. [REDACTED] 25X1A9a went on to say something must be done - the mechanism is what ORD has to work out. A second point might be the drawing of attention to the ways established on communicating technical matters. It was stated by several CSP members that ORD personnel had published their papers in various publications. Another suggestion would be that a technical paper could be the subject of a seminar. The project officer could test it for his firmness of position.

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[REDACTED] Felt ORD personnel had an adequate intelligence audience within ORD, within the Agency, or within the government when they felt they wanted to publish information.

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[REDACTED] : Stated when he came on board with the Agency, he was told that the Agency was not going to let him be known on the outside; however, the people who count toward his career were in DD/P and the Agency, and his work will be made known to them.

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[REDACTED] : Suggested that the seminar be conducted like the Ames University. Schedule each division for one week and have ORD personnel attend while each division presents their ideas. Personnel would be either participating or in the audience.

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[REDACTED] Suggested a monthly seminar.

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[REDACTED] Would like to recommend that those men who have taken the Midcareer Development course such as [REDACTED] 25X1A9a and [REDACTED] be interviewed by [REDACTED] 25X1A9a committee in order to get their views about ORD and the Agency after taking the course.

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7. [REDACTED] terminated the discussion on Career Development.

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He stated that the CSP would get a report each month from [REDACTED] and his committee and suggested at some point of time that a study draft be worked out.

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8. [REDACTED] moved that the CSP recommend that [REDACTED] be nominated to attend the Midcareer Development Course, No. 28 running from 4 April to 14 May 1971. [REDACTED] seconded the motion. Vote unanimous. Motion carried.

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25X1A9a

9. There were no ORD nominees for the Information Science in Support of Intelligence Functions course.

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10. [REDACTED] moved that the CSP recommend that [REDACTED] An/ORD be granted a Quality Step Increase from GS-11, step 8 to GS-11, step 9. (Original memo carried this as step 5 to step 6 - pay adjustment put him in the GS scale, changing his step to 8.)

25X1A9a

25X1A9a

[REDACTED] seconded the motion. Vote unanimous. Motion carried.

11. Results on Competitive Evaluation - GS-12s:

Name	Division	Division Rating	Reviewer's Rating	CSP Rating
[REDACTED]	An	A	A	A
	AP	B	C	C
	O	C	B	C
	RP	B	C	B
	An	B	C	C
	An	B	B	B
	RP	B	C	B
	An	C	C	C
	SS	*	*	*

*Ratings filed with EO/ORD

12. The Chairman scheduled the next meeting of the CSP for 5 April 1971 at 0900 hours.

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13. [REDACTED] made a statement of intent to promote [REDACTED] from GS-12 to GS-13.

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14. Questions asked as the meeting began to adjourn:

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a. [REDACTED] What plans does ORD have for [REDACTED] since he has been rated an "A"?

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b. [REDACTED] : In reviewing [REDACTED] folder, he noticed that [REDACTED] had been given an "O" for overall performance but duties had been rated "P" and "S". Was this fair to others evaluated?

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14. (Continued)

These questions were not resolved.

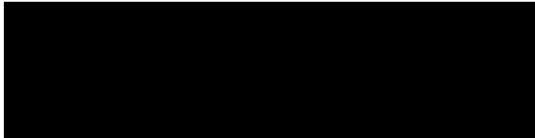
15. Competitive evaluation of GS-13s is scheduled for 5 April 1971. Division and reviewer assignments will be sent to the CSP members.

16. Meeting adjourned at 1140 hours.

25X1A9a


Executive Secretary/CSP/ORD

25X1A9a APPROVED:


Chairman/CSP/ORD